

## **Subchapter 3019.2 Policies**

### **3019.201 General policy.**

(c)(7) and (8) The Head of the Contracting Activity (HCA) (See HSAM 3001.301(a)(1)(ii)) is delegated the authority of the Director Office of Small and Disadvantaged Business Utilization (OSDBU) to assign a small business technical advisor also known as small business specialist to each contracting activity within the agency to which the Small Business Administration (SBA) has assigned an SBA procurement center representative. A copy of the written assignment to the advisor must be provided to the Director, OSDBU.

(c)(9) The responsible Component small business specialist acting on behalf of the OSDBU must review each procurement request that requires a DHS Form 700-22 to comply with the requirements of FAR 19.

(d) The HCA must appoint small business specialists in accordance with HSAM 3019.201(d)(7) and (d)(8). The small business specialist must:

- (1) Ensure that all small businesses are given an equal opportunity to compete for DHS acquisitions;
- (2) Assist contracting officers in locating small businesses to participate in DHS acquisitions;
- (3) Assist the Director, OSDBU in carrying out the purpose of the Small Business Act, particularly Sections 8 and 15;
- (4) Cooperate with the SBA representatives in carrying out their assignments and responsibilities as related to DHS acquisitions;
- (5) Seek alternatives to the practice of contract bundling and help mitigate the effects of any necessary and justified contract bundling;
- (6) Participate in the evaluation of prime contractor's small business subcontracting programs;
- (7) Assure that records are maintained and accurate reports are prepared concerning small business participation in acquisition programs;
- (8) Act as the liaison with appropriate SBA offices or representatives in connection with set-asides, Certificates of Competency (COC), size classification, and any other matter concerning the small business programs; and
- (9) Participate in business opportunity, Federal procurement and other Government-industry conferences and meetings as required.

**3019.202 Specific policies.****3019.202-270 Procurement forecast.**

(a) *Purpose.* The purpose of the procurement forecast is to make available to small businesses those expected contract opportunities that small business concerns, including those owned and controlled by socially and economically disadvantaged individuals, are capable of performing. The following requirements apply:

(1) *Responsibility.* The procurement forecast is a summary of each Component's final Acquisition Planning Forecast System (APFS) records that are input into the APFS database. The Component Acquisition Executive shall ensure APFS records are created and the HCA shall ensure they are approved for all acquisitions over the simplified acquisition threshold, in accordance with HSAM 3007.172(a), and input into the APFS database available at <http://apfs.dhs.gov>.

(2) *Preparation.* The procurement forecast shall be completed the year prior to the fiscal year in which the procurement action will be initiated.

(b) *Reporting.* The DHS Office of the Chief Procurement Officer will provide the initial forecast and any updates to it to the Administrator of the SBA and to small businesses as required by Public Law 100-656.

**3019.202-271 DHS Small Business Review Form.**

(a) *Purpose.* The DHS Form 700-22, Small Business Review Form, documents efforts to ensure small business concerns are considered for inclusion in Federal Government acquisitions and to ensure that proper market research is conducted.

(b) *Requirement.* In accordance with FAR 19.202, Specific Policies, Components shall use the DHS Form 700-22 to comply with the small business review requirements and to document considerations and recommendations for applicable acquisitions prior to synopsis or solicitation release. DHS Form 700-22 requirements are provided in Appendix H, Acquisition Planning Forecast System and Small Business Review Form Requirements Matrix. The DHS Form 700-22 shall be used to:

(1) Review for small business considerations in procurement actions greater than the simplified acquisition threshold except when:

(i) Issuing orders/calls under single award Indefinite-Delivery Indefinite Quantity (IDIQ) contracts and under single award blanket purchase agreements (BPAs); and

(ii) Issuing orders/calls under multiple award IDIQ contracts or BPAs when the initial vehicle was awarded under a single Small Business program under FAR Part 19 and;

(2) Review for substantial bundling for all procurements of \$2,500,000 or more planned under open market procurement as well as for pre-existing contract vehicles (such as Multiple Award Schedules (MAS), including GSA Federal Supply Schedules (FSS) delivery and task orders, Multi-Agency Contracts (MAC), Governmentwide Acquisition Contracts (GWAC), DHS-wide contracts (DWAC), Component/Office-Wide Acquisition Contracts (C/OWAC), and orders and calls under Blanket Purchase Agreements (BPAs). (See FAR 7.104(d), FAR 7.107 and FAR 19.202-1, and HSAM 3007.107 for bundling considerations and approval requirements.)

(c) *Preparation and Approval.* The small business specialist and the SBA Procurement Center Representative (PCR), respectively, shall complete the review process within two (2) business days after receipt of a completed DHS Form 700-22. The completed DHS Form 700-22 shall be included in the contract file.